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GS GRADUATE
SCHOOL USDA

CERTIFICATES OF ACCOMPLISHMENT IN HUMAN RESOURCES

The Graduate School, USDA now offers a three-level certificate program for human resources professionals. Consisting of courses that are practical, job-related and federal-specific, our certificate program focuses on the real issues that confront the contemporary HR specialist and manager.

Courses required for the Level I certificate cover the conceptual, technical and procedural knowledge and skills needed by the successful HR practitioner. The Level II certificate courses build on those concepts and significantly expand the students' competencies. The Level III courses further develop the analytical and consulting skills that equip the HR professional to serve as a valuable advisor to management.



Enhance your human resources credentials.

GS GRADUATE
SCHOOL USDA

600 Maryland Avenue SW
Suite 270
Washington, DC 20024-2520
064B-07

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CERTIFICATES OF ACCOMPLISHMENT IN HUMAN RESOURCES

The certificate program consists of both classroom and distance education courses. Our classroom courses are enhanced by instructors who know firsthand the issues faced by today's human resources managers. Our distance education courses create an option for those students who need an alternative means for meeting the requirements of the certificate program.

Did you know that anyone—government contractors, public and private sector employees, and individuals from nonprofit organizations—can register directly for any of our courses and programs? Join the thousands of professionals who have advanced their careers through training at the Graduate School, USDA.

FOR MORE INFORMATION OR TO REGISTER, VISIT

www.grad.usda.gov or call
(888) 744-GRAD

If you require information about this program, activity or facility in a language other than English (or in Braille), a sign language interpreter, or other communication aids, please contact the Graduate School, USDA, at (888) 744-GRAD.

TRADITIONAL CLASSROOM Open Enrollment - On-site

DISTANCE EDUCATION Self Study^(S) • Instructor-Assisted^(I) • Online^(O)

LEVEL I CERTIFICATE

■ HUMAN RESOURCES MANAGEMENT: INTRODUCTION (PMGT7001D)1.8 CEU	OR	■ FEDERAL HUMAN RESOURCES MANAGEMENT ^(I) (O) (PERS1730E)2 ACE CREDITS
■ BASIC STAFFING AND PLACEMENT (STAF7000D)3.0 CEU	OR	■ BASIC STAFFING AND PLACEMENT ^(S) (STAF7100N)4.0 CEU
■ POSITION CLASSIFICATION: BASIC (CLAS7000D)6.0 CEU OR PRINCIPLES OF CLASSIFICATION (CLAS7900D)3.0 CEU	OR	■ POSITION CLASSIFICATION: AN INTRODUCTION ^(S) (CLAS7051N)4.0 CEU
■ BASIC EMPLOYEE RELATIONS (LABR7000D)2.4 CEU OR BASIC LABOR RELATIONS (LABR7001D)4.0 CEU	OR	■ BASIC LABOR RELATIONS ^(S) (LABR7051N)4.0 CEU
■ EEO FOR FEDERAL EMPLOYEES (EEO7010D)1.8 CEU	OR	■ EEO: ITS PLACE IN THE FEDERAL WORKPLACE ^(S) (EEO7051N)1.6 CEU OR INTRODUCTION TO FEDERAL EEO ^(S) (EEO7004N)1.2 CEU
■ BASIC STATISTICS (STAT7001D)2.4 CEU	OR	■ ELEMENTS OF STATISTICS ^(O) (STAT3350C)3 ACE CREDITS OR PRACTICAL STATISTICS ^(S) (STAT7001N)3.2 CEU

LEVEL II CERTIFICATE

All requirements for Level I, plus:

- BASIC EMPLOYEE BENEFITS FOR HR STAFF (STAF7101D)3.0 CEU
- INTRODUCTION TO STRATEGIC HUMAN CAPITAL MANAGEMENT (PMGT7009D)1.2 CEU
OR
WORKFORCE ANALYSIS AND PLANNING WORKSHOP (PMGT7013D)1.2 CEU
- FAIR LABOR STANDARDS ACT WORKSHOP (CLAS7100D)1.2 CEU
- POSITION MANAGEMENT: TECHNIQUES TO IMPROVE ORGANIZATIONAL EFFICIENCY (CLAS7010D)1.2 CEU
- JOB ANALYSIS AND KSA EXAMINING (STAF8001D)1.8 CEU
OR
QUALIFICATION ANALYSIS WORKSHOP (STAF7004D)1.8 CEU
- INTRODUCTION TO EMPLOYEE DEVELOPMENT (CDEV7001D)1.8 CEU

LEVEL III CERTIFICATE

All requirements for Level II, plus:

- THE ROLE OF THE HUMAN RESOURCES SPECIALIST IN COMPETITIVE SOURCING (PMGT7012D)1.2 CEU
- CONSULTING SKILLS FOR HUMAN RESOURCES PROFESSIONALS (CDEV8005D)1.8 CEU
- LEADING TEAMS AND GROUPS (TDEV8200D)1.8 CEU
- MANAGING AND MEASURING PERFORMANCE (LABR7006D)1.8 CEU
- MANAGEMENT ANALYSIS: OVERVIEW (PGMT7000D)2.4 CEU
- PROJECT MANAGEMENT (PGMT7005D)2.4 CEU

Thomas Edison State College (TESC) has awarded college credit to the Level I Certificate classroom courses. For a fee, TESC will grant credit to students who complete the Graduate School, USDA course and pass a post-course assessment. Students may earn up to 17 undergraduate credits. Contact the Graduate School, USDA for more information.